

Regulations

FOR

CITY SCHOOLS

UNDER CONTROL OF

The Protestant Board of School Commissioners

FOR

MONTREAL.

ADOPTED JUNE 17th, 1903.

MONTREAL.

PRINTED BY W. H. BAYNE & SON, 226 CRAIG STREET WEST.

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The Protestant Board of School Commissioners and its Committees.

1. Unless otherwise ordered by special resolution, the regular meetings of the Board shall be held on the forenoon of the second Thursday of each month except July and August.

2. Special meetings of the Board shall be held at the call of the Chairman or the written request of two members addressed to the Chairman. Except in cases of emergency notice of special meetings shall be mailed three days in advance, and shall state the business to be transacted.

3. The inaugural meeting of each year shall be the first meeting in September. At that meeting the notices of the appointment or re-appointment of School Commissioners shall be submitted, after which the Board shall proceed to the election of its Chairman for the year.

4. Apart from such committees as may be appointed from time to time, there shall be three standing committees as follows :—

(a) The Committee of School Management, composed of the six members of the Board, the Chairman as Convener.

(b) The High School Committee, composed of the six members of the Board, the Secretary-Superintendent and the Rector as Convener.

(c) The Committee on Property composed of three Commissioners. The Supervisor of Buildings is directly responsible to this Committee in the performance of his duties.

5. Four members shall form a quorum at a meeting of the Board, three members at a meeting of the Committee of School Management, and three members, of whom the Rector must be one, at a meeting of the High School Committee.

6. The Committee on Property meets on the first Thursday in each month.

7. All committees shall meet at the call of their respective conveners, and shall report to the Board at its next succeeding meeting.

REGULATIONS FOR THE PROTESTANT SCHOOLS OF MONTREAL.

I.—Schools under the control of the Protestant Board of School Commissioners.

These are the High School of Montreal, the High School for Girls, the Commercial and Technical High School, and the Public Schools. These schools are subject to the school laws of the Province of Quebec, except as modified by special legislation.

II.—School Officers.

1. School Officers are a Secretary-Superintendent,* a Treasurer, a Supervisor of Buildings, a Rector of the High Schools, a Lady Principal of the High School for Girls, Principals of the Commercial and Technical High School and Public Schools, Directors of Special Subjects, Class Teachers, Supernumerary Teachers, Special Teachers and Caretakers.

2. The High Schools are, by resolution of the Board, under the immediate management of a High School Committee. This Committee has full control of all matters concerning the organisation and management of the High Schools unless otherwise provided for under these regulations.

3. In the discharge of his duties as head of the two High Schools, the Rector is directly responsible to the High School Committee, from which he receives his instructions, and to which he must report at least quarterly.

4. All action of the High School Committee is subject to the approval of the Board.

III.—The Secretary-Superintendent.

1. To the Secretary-Superintendent is committed the task of securing the proper grading and harmonious working of the schools as parts of a general system. He must visit each school monthly, except in December, May and June, for the purpose of advising with teachers in regard to any matters on which they wish to consult him; of examining any class in any portion of its work; of seeing that school records are properly kept, and generally of inquiring into school work, discipline and condition of property and making suggestions for their improvement. He must furnish a monthly report to the Board, act as its Secretary, and see that its decisions are carried out.

*In the City of Montreal, the School Boards are authorized to appoint a Secretary and Treasurer separately. See 23 Vict., Chap. 18, Sec. 2.

IV.—The Treasurer.

1. The Treasurer shall be responsible for all receipts and expenditures, collect all fees and other moneys due to the Board, deposit all moneys received in the bank, so that the debit side of the bankbook shall correspond month by month with the sum of receipts as shown by the Cash-Book, pay all amounts authorized by the Board, by cheque, signed by the Chairman, or, in his absence, by the senior Commissioner in the city and himself, paying small amounts from the proceeds of a collective cheque given him by the Board each month, so that the total of the credit side of the bankbook may correspond month by month with the total expenditure of the month; keep the accounts of the Board by double entry, and submit his books to the auditors of the Board as soon as possible after the 1st November, 1st February, 1st April and 1st July in each year. He shall act as Recording Secretary at meetings of the Board and High School Committee, and perform such additional clerical and other work as may be required of him.

V.—The Supervisor of Buildings.

1. The Supervisor of Buildings is charged, under the direction of the Committee on Property with the inspection and repairing of the school buildings, and the provision of school supplies, and fuel, upon such conditions as may be determined from time to time. He shall superintend all buildings in course of erection, and all important repairs and alterations committed to the Architects of the Board while in progress and see that the work is carried out in accordance with the specifications.

VI.—Principals.*

1. Every school is under the immediate control of a Principal, whose duty it is to exercise close supervision over the course of instruction and methods of presentation employed in it; to maintain with justice, kindness and discretion efficient discipline; to secure the cheerful and faithful co-operation of teachers; to enforce upon caretakers due attention to their duties, and to observe, and cause to be observed by pupils and subordinates in office, the regulations of the Board. In order to do this he shall hold monthly meetings of the staff and from time to time read to the assembled school such regulations as pupils ought to know.

2. In the Public and Commercial and Technical High Schools, it shall be the duty of the Principal to report to the Secretary-Superintendent any case of inattention to duty on the part of a subordinate, unless, by previous

* In the following Regulations where the word *Principal* occurs, it must be held to include the Rector of the High Schools, except where special provision is made to the contrary.

remonstrance, he shall have secured immediate reformation. Should the Secretary-Superintendent fail to secure amendment, he shall report to the Board.

3. In similar cases in the High Schools, the Rector shall report the matter to the High School Committee.

4. The Principal must carefully keep the register of progress of pupils and report to the Board the names of all pupils withdrawn from the school and the reasons for their withdrawal. He shall also keep the register of attendance of teachers. He must prepare his monthly report for the Board and send it to the Secretary-Superintendent not later than the first day of the month following, with the written explanations of absence required by the provisions of the 7th paragraph of Regulation XII. He must take an inventory of moveables in his school and send a copy of it to the office of the Supervisor of Buildings. This inventory must be compared annually in the month of June with the moveables actually in the school. He must take supervision of the school buildings and property and report from time to time upon their condition in sanitary and other respects.

5. The home work assigned to pupils must be carefully supervised by the Principal, so that it may not exceed in amount the provision of the limit tables, or burden parents with what is properly the work of teachers.

VII.—Special Directors.

1. Special Directors have supervision, under the Secretary-Superintendent, of the methods of teaching the subjects assigned to them. For this purpose they shall have, when visiting classes, the same power of inspection and direction as the Secretary-Superintendent. Their visits shall be made, as far as possible, in conformity with pre-arranged time-tables; and in other cases, they shall notify Principals beforehand of intended visits, in order that the routine of the classes may suffer as little disturbance as possible. They shall report as occasion may require to the Principal and from time to time to the Secretary-Superintendent and annually in writing to the Board. They shall attend all meetings to which they are summoned by the Board or Secretary-Superintendent.

2. No Special Directors are employed in the High Schools.

VIII.—Class and Supernumerary Teachers.

1. Class and Supernumerary Teachers are primarily responsible to the Principal for the discharge of the duties assigned to them under these regulations, and by the time-table of the school, and for the progress and good order of each scholar in their respective classes. They are, therefore, entitled to all reasonable liberty in the class methods to be employed. In case of difference of opinion, however, the instructions of the Principal are to be followed. They are expected to attend monthly meetings of the staff, to bear cheerfully their share of all extra duties, and to co-operate heartily with others for the success of the school.

2. Each teacher must carefully keep and make up monthly the register of attendance of his class, must notify the Principal of any infringement of the regulations respecting fees or attendance, and must not enter a new name without receiving from him a register number, nor drop a name without his concurrence.

IX.—Special Teachers.

1. Such Teachers as are employed in the High and Commercial and Technical High Schools part of the time only, are designated Special Teachers. They bear all the responsibilities and exercise all the powers of Class Teachers while in charge of any class, but they are not required to keep a class register nor to perform any duties out of the hours of their attendance, except that they may be required, at the request of the Principal, to give one hour a week after school hours to weak or delinquent pupils, and to attend the monthly meetings of the staff. They must be provided by Principals with a list of the names of the pupils in each of their classes.

2. The Board, however, reserves to itself the right of requiring from Special Teachers, when employed full time, all the duties of Class Teachers, in some one, but not more than one, of the schools in which they are employed.

X.—Engagements.

1. No teacher is held to be engaged by the Board until the authorized form of engagement has been signed. The first year of service of all class and supernumerary teachers shall be regarded as a trial period, subject at the end of the ten months to renewal as such, or to permanent appointment.

2. Unless it be expressly stipulated in the engagement, no teacher is employed to teach any particular class in any particular school, as the Board reserves to itself the right to re-arrange the teaching staff of the various schools when and how it may deem best: and the Secretary-Superintendent is authorized annually to re-arrange the teaching staff of the Public Schools, and, at his discretion, to give teachers charge of boys and girls alternately.

3. The Board will not employ teachers who have not sufficient acquaintance with French, especially its pronunciation, to enable them to teach creditably so much of that language as may be demanded by the limit tables of their classes. All female teachers, when not disqualified, are expected to take their own classes in Tonic Sol-Fa. Teachers not qualified to do this must suffer the reduction of salary provided for in the tenth paragraph of Regulation XI.

4. Teachers may be required to attend any lectures or discussions that may be instituted by the Secretary-Superintendent for the improvement of methods of teaching.

XI.—Salaries.

PUBLIC SCHOOLS:—

1. Female teachers of Kindergarten, First and Second Year classes, who serve for three hours a day only, will receive \$300 per annum on engagement, with regular annual increase of \$20.00 up to \$400.00.

2. Assistants in Kindergarten classes, without Kindergarten Diplomas, will receive \$150.00 per annum on engagement with regular annual increase of \$20.00 up to \$250.00.

3. Assistants in Kindergarten classes, with Kindergarten Diplomas, will receive \$180.00 per annum on engagement, with regular annual increase of \$20.00 up to \$280.00.

4. Female teachers of First and Second Year classes, serving four and a half hours daily, will receive \$350.00 per annum on engagement, with regular annual increase of \$20.00 up to \$470.00.

5. Female teachers of Third Year classes will receive \$370.00 per annum on engagement, with regular annual increase of \$20.00 up to \$490.00.

6. Female teachers of Fourth Year classes will receive \$380.00 per annum on engagement, with regular annual increase of \$20.00 up to \$500.00.

7. Female teachers of Fifth Year classes will receive \$420.00 per annum on engagement, with regular annual increase of \$20.00 up to \$540.00.

8. Female teachers of Sixth Year classes will receive \$430.00 per annum on engagement, with regular annual increase of \$20.00 up to \$550.00.

9. Female teachers of Seventh Year classes will receive \$460.00 per annum on engagement, with regular annual increase of \$20.00 up to \$580.00.

Teachers of Physical Training in the Public Schools will receive at the rate of \$125.00 a year for each daily hour of actual teaching time.

10. Teachers not qualified to take their own classes in Tonic Sol-fa will be engaged at a rate of salary \$10.00 per annum below the above scale.

11. The salary of Supernumerary Teachers is determined by the grade of work in which they are engaged, and the number of hours of service per day.

12. Teachers engaged temporarily to supply the place of absentees receive one dollar per day of actual teaching in half day classes, (3 hours daily) \$1.25 in First and Second Year classes (4½ hours daily) and in Third and Fourth Year classes, \$1.50 in Fifth and Sixth Year classes, and \$2.00 in Seventh Year classes.

13. The term of service for female teachers in the Public Schools will be reckoned from the date of their engagement with the Board, and not from that of entry upon the particular grade of work.

14. Classes up to the end of Third Year shall consist of not more than 50, nor less than 25 pupils each; in Fourth Year they shall consist of not more than 45 nor less than 25; in Fifth, Sixth and Seventh years they shall consist of not more than 40 nor less than 20 pupils. No class can be allowed to exceed or fall below these limits without the consent of the Superintendent. When a class exceeds the limit a proportionate allowance (one-fortieth or one-forty-fifth or one-fiftieth for each additional pupil) shall be added to the teacher's salary. When a class falls below the limit it shall be amalgamated

with another class, if possible. If not, such other arrangements shall be made as may appear advisable in the circumstances. Salaries affected by this clause shall be adjusted at the end of each half-year upon the basis of the average monthly attendance during that period.

15. Male Assistants in the Public Schools will receive \$800.00 per annum on engagement, with regular annual increase of \$50.00 up to \$1000.00.

16. Male Principals in charge of schools containing classes of all grades and giving their entire time to the work of supervision will receive from the time of engagement, \$1200.00 per annum, with annual increase of \$50.00 up to \$1800.00, with bonus additions above scale as follows:

In schools containing from 900 to 1100 pupils.....\$100.00

" " 1100 pupils or more..... \$200.00

The bonuses shall be adjusted and payable at the end of each half-year.

17. Principals, male or female, in charge of schools not containing classes of all grades, will receive \$100.00 for each class when they give their entire time to the work of supervision, up to \$1200.00, which shall be the maximum salary, or if they perform the duties both of Principals and class teachers, they will receive \$50.00 for each class in addition to the salary to which they may be entitled as class teachers up to \$1200.00, which shall be the maximum salary.

HIGH SCHOOL OF MONTREAL:—

18. Female teachers of First to Third Year classes inclusive will receive \$450.00 per annum on engagement, with regular annual increase of \$10.00 to \$550.00.

19. Female teachers of Fourth and Fifth Year classes will receive \$500.00 per annum on engagement, with regular annual increase of \$10.00 up to \$600.00.

20. Female teachers of Sixth Year (II Form) classes will receive \$550.00 per annum on engagement, with regular annual increase of \$10.00 up to \$650.00.

HIGH SCHOOL for GIRLS:—

21. Female teachers of First to Third Year classes inclusive will receive \$425.00 per annum on engagement, with regular annual increase of \$10.00 up to \$525.00.

22. Female teachers of Fourth and Fifth Year classes will receive \$450.00 per annum on engagement, with regular annual increase of \$10.00 up to \$550.00.

23. Female teachers of Sixth Year, (II Form) classes will receive \$475.00 per annum on engagement, with regular annual increase of \$10.00 up to \$575.00.

24. Female teachers of classes from Third to Sixth Forms inclusive, will receive \$600.00 per annum on engagement, rising by increase of \$25.00 per annum to \$750.00 in Third Forms, \$800.00 in Fourth and Fifth Forms, and \$850.00 in Sixth Forms.

COMMERCIAL and TECHNICAL HIGH SCHOOL:—

25. Female teachers of First Year classes will receive \$600.00 per annum on engagement, with regular annual increase of \$25.00 up to \$750.00.

26. Female teachers of Second and Third Year classes will receive \$600.00 per annum on engagement, with regular annual increase of \$25.00 up to \$900.00.

Female teachers of Fourth Year classes will receive \$600.00 per annum on engagement, with regular annual increase of \$25.00 up to \$850.00.

MALE TEACHERS in the HIGH and COMMERCIAL and TECHNICAL HIGH SCHOOLS:—

27. The salaries of male teachers in the High and Commercial and Technical High Schools are considered and determined individually by the Board, but unless otherwise arranged, such teachers will receive \$800.00 per annum upon appointment, with annual increase of \$50.00 for four years, and \$100.00 annual increase for two years more up to \$1200.00.

28. In the case of women teachers having experience gained elsewhere than in the Board's Schools, their terms of service when of value as determined by the Board, will be counted for increase of salary at the rate of two years for one. (See minute Book No. 8 p. 231.)

29. The above scale, however, does not prevent the Board from engaging skilful and experienced teachers at higher than the minimum or maximum rates, nor from augmenting their salaries, year by year, as it may determine, nor from diminishing or withholding any or all augmentation in case of financial necessity.

30. Applications for special increase of salary must be presented in writing and filed with the Secretary-Superintendent during the month of September or October, and will be considered at the regular meeting of the Board in November each year. Such increases, when allowed, will take effect from the 1st September of the year then current. Teachers who desire to urge their claims in this or any other relation otherwise than in writing, must apply in writing to the Secretary-Superintendent to be heard before the full Board, but must not interview individual Commissioners.

31. Teachers are forbidden to transfer their salaries, except by special permission of the Chairman.

XII.—Attendance of Teachers.

1. Each Principal and teacher must be in the school and in readiness to discharge any duty that may be required, fifteen minutes in the forenoon and ten minutes, in the afternoon, before the time of opening of each session, and must remain until every member of his class has left the building.

2. Teachers must be in attendance in each school, in compliance with such regulations as may be made by the Principal for the opening and closing of play grounds and school buildings.

3. This duty must be discharged in turn by all teachers, as directed by the Principal.

4. A roll of attendance of teachers must be kept by the Principal, in which every instance of lateness and absence shall be recorded, and from which the monthly report of attendance of teachers shall be made up. Permanent records of such absence and lateness shall be kept by the Secretary-Superintendent, to be submitted to the Board in relation to every proposed increase of salary:

5. Teachers absent from duty are not entitled to payment of salary. Nevertheless, as provided for in the three following sections, full salary may be paid during absence not exceeding ten school days in one year (see Minute Book No. 7, p. 348) and half salary during a further period, not exceeding forty school days.

(a) Teachers absent on account of illness will suffer no deduction of salary, provided such absence does not exceed three days in a month or six days in a year. In case of longer absence, when duly certified by medical certificate, salary will be paid as provided for in the preceding clause until the limit has been reached, at the end of which time the Board will fill the situation. Should teachers, dropped through ill-health, desire, on recovery, renewed employment, their claims will be considered by the Board.

(b) Teachers compelled to resign during the year on account of ill-health will receive the same consideration as those absent from sickness, as also will teachers, not themselves patients, who are compelled to absent themselves under the provisions of Regulation XXIV. respecting infection, provided they quit the infected premises immediately on discovery of the disease.

(c) The Secretary-Superintendent has power, at his discretion, to excuse the absence of teachers, without deduction of salary, for reasons other than illness, for a period not exceeding three days in a year, or five days in case of death in the family; but must not grant leave of absence in advance.

6. Teachers must forewarn the Principal of absence when it is foreseen, must explain it afterwards if unforeseen, and must send immediate notice if it is likely to be protracted beyond a single day. On representation of a Principal that the absence of a teacher is likely to be protracted, the Secretary-Superintendent shall make all necessary arrangements for carrying on the work of the absentee. In case of the absence of a Principal, it shall be his duty to give the Secretary-Superintendent a week's notice of his intention to return, when an Acting Principal has been provided.

7. In order to receive the indulgence provided for in this regulation, all absentees must send, through the Principal, written explanation of absence, addressed to the Secretary-Superintendent, not later than the first day of the succeeding month. These explanations must have been presented to Principals to be countersigned by them in token of their approval, and any Principal withholding his signature must state to the Secretary-Superintendent his reason for doing so.

8. Except as provided above, one four-hundredth part of a teacher's annual salary will be deducted for each half day of absence.

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9. On the ground of ill-health established by a medical certificate, the Board will grant to any female teacher, who has been ten years or more in its service, leave of absence without salary for one year, with re-instatement at expiration of that time in her former position. The applicant must give the Board at least one month's notice of her intention to retire, and three months' notice of her intention to return to her position.

10. In order to enable teachers in its service to observe school work in other Canadian and American cities, the Board will annually grant leave of absence for short periods with full salary to a limited number of applicants. Teachers accepting this leave of absence must prepare and present to the Superintendent a written report upon the work observed.

XIII.—Attention to Duty.

1. As the Board expects the undivided attention of Principals and teachers to their work, it forbids the transaction of private business on the school premises or during school hours, and prohibits the introduction of novels, knitting, sewing, fancy work, and games of chance or skill.

2. No Principal or teacher shall engage in teaching, except under the Board, before an hour and a half from the dismissal of school, nor enter upon the study of another profession without the sanction of the Board.

3. Visitors who desire to see members of the staff on school or other business must apply at the Principal's office.

XIV.—Limit Tables, Time Tables and Rules.

1. The work proper to each year of the course is defined in the limit tables published annually in the school prospectuses.

2. The time table of each school shall be drawn up by the Principal, in consultation with the teachers, conforming as nearly as practicable to the limit tables of the Board. In the case of the Public and Commercial and Technical High Schools it must when drawn up, be submitted to the Secretary-Superintendent, discussed and approved by him at a meeting of teachers. If, after hearing the opinion of teachers, it be satisfactory to him, he shall sign it. No time table shall be binding without his signature. A similar course must be followed in respect to any rules which it may be thought desirable to enact in any school.

3. In the case of the High Schools the time tables, when drawn up, must be submitted and approved at a meeting of the High School Committee.

XV.—School Districts.

1. The territory of the Board or the Protestant School Municipality of Montreal includes the entire City of Montreal, with the exception of St. Henri and Ste. Cunegonde Wards, and of that portion of St. Denis Ward lying outside of the original limits of that Ward as shown on Goad's Map, dated 1903, and of that portion of St. Mary's Ward known as Rosemount.

2. Pupils are required to attend the school provided for the district in which they reside. No exception to this rule can be allowed, except on the written order of the Board or Secretary-Superintendent.

3. No school districts are assigned to the High School of Montreal, the High School for Girls, or the Commercial and Technical High School.

4. Districts of the Public Schools are bounded as follows:—

(a) **ABERDEEN SCHOOL DISTRICT.**—Bounded by a line starting at the corner of Prince Arthur and St. Urbain Streets, and running down St. Urbain Street to Ontario Street, along Ontario to Papineau Road, up Papineau Road to Parc Lafontaine, along Parc Lafontaine, (North) to Parc Lafontaine (West), down Parc Lafontaine (West) to Duluth Avenue, along Duluth Avenue to Cadieux Street, down Cadieux Street to Pine Avenue, along Pine Avenue to St. Lawrence Street, down St. Lawrence Street to Prince Arthur Street, and thence to point of starting.

(b) **BELMONT STREET SCHOOL DISTRICT.**—Bounded by a line starting from the corner of Mountain and Dorchester Streets and running down Mountain to Craig, along Craig to Bleury, up Bleury to St. Catherine, along St. Catherine to St. Alexander, down St. Alexander to Dorchester and thence to the point of starting.

(c) **BERRI STREET SCHOOL DISTRICT.**—Bounded on the north by the C. P. R. tracks, on the east by Papineau Avenue, on the south by Mount Royal Avenue and on the west by the City Limits.

(d) **BERTHELET STREET SCHOOL DISTRICT.**—Bounded by a line starting at the corner of Redpath and Pine Avenue, and running down Redpath Avenue and Mountain Street to Dorchester Street along Dorchester to Phillips Square to St. Catherine Street, along St. Catherine Street to St. Urbain Street, up St. Urbain Street to Prince Arthur Street, along Prince Arthur Street to University, up University to Pine Avenue, and thence to point of starting.

(e) **BRITANNIA SCHOOL DISTRICT.**—Bounded by Wellington Street, St. Etienne Street, the canal and the river.

(f) **DUFFERIN SCHOOL DISTRICT.**—Bounded by Amherst Street on the east, by the river on the south, by McGill Street, Victoria Square, Craig and Bleury on the west, and by St. Catherine Street on the north.

(g) **EARL GREY SCHOOL DISTRICT.**—Bounded on the East by Papineau Avenue, on the south by the C. P. R. tracks, on the west by the City limits (12 feet west of the west side of Cowan Street), on the north by the former limits of St. Denis Ward.

(h) **LANSDOWNE SCHOOL DISTRICT.**—Bounded on the north and west by a line starting at the river and running up Amherst Street to Ontario Street, along Ontario Street to Papineau Road, up Papineau Road to City limits; on the east by the Canadian Pacific Railway, and on the south by the river.

(i) **LORNE SCHOOL DISTRICT.**—Bounded by the Canal on the north, by Charron and Island Streets on the east, by Wellington Street on the south and by the City limits on the west.

(j) **MOUNT ROYAL SCHOOL DISTRICT.**—Bounded by a line starting at the corner of Park and Mount Royal Avenues and running along Mount Royal Avenue to Papineau Road, down Papineau Road to Parc Lafontaine (North) to Parc Lafontaine (West), down Parc Lafontaine (West) to Duluth Avenue, along Duluth Avenue to Cadieux Street, down Cadieux Street to Pine Avenue, along Pine Avenue to Park Avenue, and thence to point of starting.

(k) **RIVERSIDE SCHOOL DISTRICT.**—Includes two portions as follows :

1. That tract of land bounded by a line starting at the City limits and running along Wellington Street to Charron Street, down Charron Street to the Grand Trunk Railway, along the Railway to Sebastopol Street, and down Sebastopol Street to the river.

2 That triangular piece, the base of which is formed by Richmond Street, and the two sides by the canal and Wellington Street, respectively.

(l) **ROYAL ARTHUR SCHOOL DISTRICT.**—Bounded by the City limits on the west, the canal on the south, Mountain and McCord Streets on the east, and St. Antoine Street on the north.

(m) **SARAH MAXWELL MEMORIAL SCHOOL DISTRICT.**—Bounded by the Canadian Pacific Railway, the river, and the City limits.

(n) **VICTORIA SCHOOL DISTRICT.**—Bounded by St. Antoine Street on the south, Mountain Street on the east, and the City limits on the north and west.

(o) **WILLIAM LUNN SCHOOL DISTRICT.**—Bounded by Mountain and McCord Streets on the west, the canal on the south, McGill Street and Victoria Square on the east, Craig Street on the north.

5. Children residing on boundary streets, except Charron which belongs to Riverside School, may attend either of the two schools whose districts are bounded by that part of the street in which they reside.

NEUTRAL DISTRICTS.

1. The following districts are not assigned to any particular school. Children residing in these districts may attend one or other of several schools, but may be required to attend a particular one when the accommodation in the others is insufficient.

District No. 1. The district bounded by a line starting at the corner of St. Urbain and Ontario Streets, running along Ontario to St. Denis Street, down St. Denis to De Montigny Street, along De Montigny to Amherst Street, down Amherst to St. Catherine Street, along St. Catherine to St. Urbain Street and thence to the point of starting.

Children residing in this district may attend either Aberdeen, Dufferin or Berthelet Street School.

District No. 2. The district bounded by St. Lawrence, Prince Arthur, University Streets and Pine Avenue.

Children residing in this district may attend either Mount Royal, Aberdeen, or Berthelet Street School.

District No. 3. The district bounded by Island Street on the west, Richmond Street on the east, the canal on the north and the Grand Trunk Railway on the south.

Children residing in this district may attend either Lorne or Riverside School.

XVI.—Who May be Admitted to Schools.

1. Children of Protestant and Jewish parents,* resident in the Protestant School Municipality of Montreal, of school age (5 to 16 years), of sound mind, in possession of their senses, properly vaccinated, free from infection, and not under suspension from another school, are admissible to any school in which there is suitable accommodation, provided that no child residing in one school district shall be admitted to the school of another district without a written order from the Secretary-Superintendent, addressed to the Principal of the school to which admission is sought, which order may be revoked at the close of any school month if the seat is required for a resident of the district.

2. Children of non-resident parents or of those not professing the Protestant or Jewish faith shall be admitted to or retained in the City schools only when provision has been made for all applicants entitled to admission under the preceding clause.

3. Non-residents of the School Municipality of Montreal will be admitted from month to month only and will be charged non-resident fees as provided under Regulation XVIII.

XVII.—Reception of Pupils.

1. Pupils who have not previously attended school are admitted in the months of September, October, February and March, and Principals are authorized at other times to refuse admission to those who cannot enter with advantage any one of the established classes.

2. It shall be the duty of the Principal before admitting a pupil:

1st. To ascertain his residence, so that he may not be unwittingly admitted if residing out of the city or in some other school district.

2nd. To enquire as to his religious faith.

3rd. To secure and preserve the authorized statements as to his vaccination, and the absence of any infectious disease in the household from which he comes, signed by a parent or guardian.

4th. To enquire if he has previously attended any school under the control of the Board, and, if so, to ascertain and record what school and the standing and register number of the pupil in it.

* In mixed marriages, it is held that the religious faith of the child is determined by that of the father, but on the written statement of the father, a Roman Catholic, that his child is being brought up as a Protestant, such child will be admitted upon the same terms as the child of a Protestant.

5th. To examine him in order to ascertain that a place can be found for him in a suitable class without exceeding the limit of attendance specified in paragraph 14 of Regulation XI.

3. When children apply for admission to any school where there is no room for their reception, the Principal must carefully examine the applicants and send to the Secretary-Superintendent a statement of their names in full, ages, addresses, religious faith, and attainments, so far as may be necessary to determine the grade of class to which they should be admitted. It shall then be the duty of the Secretary-Superintendent to endeavour to find suitable vacancies in other accessible schools.

4. Should the parent be unwilling to send the child to a school outside his district, he may enter his name on the application list kept by the Principal, whose duty it shall be to notify such applicants, in order of the date of their applications, of vacancies as they occur.

5. All transfers given by the Board or Secretary-Superintendent shall be good only for the remainder of the school year then current, unless a statement to the contrary is given in writing at the time; and it shall be the duty of Principals, on the 1st of September following, to refer pupils, thus admitted, to the school situated in the district in which they reside, or submit their names to the Secretary-Superintendent for the purpose of having such transfers renewed.

6. Transfers made on account of discipline shall be subject to reconsideration annually, and the Secretary-Superintendent shall then determine on the course to be pursued in each such case. In the absence of any order to the contrary, these transfers shall be considered permanent.

XVIII.—Conditions of Continuance in School.

1. The continuance of a pupil in school is conditional upon the due payment of fees, being furnished with prescribed text-books, attention to studies, punctuality, respectful obedience to teachers, pleasant intercourse with school-fellows, personal cleanliness, freedom from infection, avoidance of injury to school premises and furniture, and abstinence from immorality in speech and action.

2. No pupil may bring to school or have in his possession matches, fire-arms or any explosives.

XIX.—Fees.

PUBLIC SCHOOLS.

	PROTESTANT OR JEWISH RESIDENTS.	OTHERS.
Half-day Classes..... }	No fees.	\$ 1.25 per month.
Other Classes..... }		2.50 "

1. In Public Schools all children, not belonging to families of Protestant or Jewish residents, pay fees, except that resident children becoming non-resident in the month of May, may continue in school during May and June without payment of additional fees.

COMMERCIAL AND TECHNICAL HIGH SCHOOL.

	PROTESTANT OR JEWISH RESIDENTS.	OTHERS.
First Year.....	\$ 1.00 per month	\$ 4.00 per month
Second, Third and Fourth Years.	2.00 "	5.00 "

HIGH SCHOOLS (PRELIMINARY COURSE.)

	PROTESTANT OR JEWISH RESIDENTS.	OTHERS.
Kindergarten and First Year.....	\$ 5.00 per term	See Reg. XX.
Second and Third Years	6.25 "	"
Fourth Year.....	7.50 "	"
Fifth Year (First Form)	8.75 "	"
Sixth Year (Second Form).....	10.00 "	"

HIGH SCHOOL COURSE.

	PROTESTANT OR JEWISH RESIDENTS.	OTHERS.
Third Form.....	\$ 11.25 per term	See Reg. XX.
Fourth Form.....	12.50 "	"
Fifth Form.....	13.75 "	"
Sixth Form	15.00 "	"

2. When four or more children belonging to the same family are in attendance at the same time in the High Schools, the three most advanced only will be charged fees.

XX—Non-Residents.

1. The children of non-residents of the Protestant School Municipality of Montreal and of Roman Catholics, will be admitted to any classes in the High School of Montreal, and the High School for Girls, in which there may be vacant places, upon the following terms and conditions:—

(a) That no distinction be made between the children of a non-resident tax-payer and those of a non-resident non-tax-payer, as regards admission, retention or rates of fee.

(b) That for the future no new class be formed or existing class divided so long as places can be found for all resident applicants by the dismissal of other pupils.

(c) That no application for the admission of a non-resident pupil be considered after the limit of attendance has been reached, or when in the judgment of the Head of the School it appears probable that the place will shortly be required for a resident.

(d) That should applications from Protestant or Jewish residents be received for admission in a class already full, places shall be provided if possible by the dismissal of a sufficient number of (1) Roman Catholic, or (2) non-resident pupils.

(e) That in each of the cases above stated, pupils be dismissed in inverse order of the dates of their entering the school.

(f) That the children of all non-residents and Roman Catholics, be charged the residential rate of fee subject to an addition, for the first term after their entry in each year, of the sum of two dollars and a half in the Junior (Kindergarten to II Form) inclusive and five dollars in the upper grades.

(g) That non-residents and Roman Catholics be allowed the benefit of that provision of this Regulation reading as follows:—When four or more children belonging to the same family are in attendance at the same time in the High Schools, the three most advanced only will be charged fees.

2. All fees are payable in advance—monthly fees on the first school day of each month; quarterly fees on the first day of each term, viz., 1st September, 16th November, 1st February, 16th April. Any teacher permitting a pupil to remain in school more than five days without payment of the monthly fee, or eight days without payment of the quarterly fee, becomes responsible to the Board for it. Teachers in the High Schools will be relieved from this responsibility upon reporting to the Treasurer in writing the fact of non-payment.

3. No application for remission of fees in the High Schools will be entertained where the pupil has not been absent for more than one-half the term. Pupils entering after the Christmas holidays will be charged proportionate fees for the month of January.

4. In the Public and Commercial and Technical High Schools, Principals are required to pay into the hands of the Treasurer at his office, not later than the eighth school day of each month, the school fees for that month. Any balance of fees, collected after the eighth school day must be paid in like manner as soon as it amounts to five dollars, and the final balance of the month's fees not later than the day preceding the last banking day of the month.

XXI.—Exemptions.

1. In the High Schools and in the Commercial and Technical High School, a discount of fifty per cent. will be allowed to the children of persons employed by the Board when resident in the City. Children of resident teachers employed in those schools pay no fees in the schools to which their parents are attached.

XXII.—Text-Books.

1. Every pupil is required to procure all such text-books and other school requisites as are enumerated in the limit table of the class to which he or she belongs, and none other.

2. In case of deserving indigence, the Secretary-Superintendent may provide and lend, with due precaution for their proper preservation, text-books and other school requisites, preserving a record of each case.

XXIII.—School Hours.

1. The school hours for each class in all the schools are defined in the limit tables, and are binding alike on teachers and pupils.

2. The opening or closing of the play grounds and school buildings shall be determined by the Principal of the school, subject to the approval of the Secretary-Superintendent, or, in the case of High Schools, the High School Committee, and pupils shall not have admission to them at any other times. Arrangements must be so made that teachers shall be in attendance—one in the building and one in each of the play grounds—during intervals of school work and at such other times as they are open by order of the Principal.

3. Each class-room shall be assigned by the Principal to the particular charge of a teacher, whose duty it shall be to enquire promptly into the cause of all damage, when any such occurs, and to report the same to the Principal. Damage due to rough or improper conduct must be repaired at the expense of the pupils in fault. A teacher failing to make prompt enquiry and report becomes responsible for damage done. Teachers left in supervision of a building will, in like manner, be held responsible for damage outside the class-rooms.

4. School doors shall be closed at ten minutes past the time of opening of each session, after which no children shall be admitted to any class without the permission of the Principal, except when in cold or wet weather, the health of the children would be endangered by their being compelled to return home.

XXIV.—Infection.

1. Children suffering from loathsome or infectious disease, or living in houses or tenements where infectious disease prevails, must be kept at home by their parents, and provided the fees be paid and the Principal be informed within five school days of the reason of their absence, their places in the school will be kept for them.

2. Infectious diseases are : chicken-pox, diphtheria, diphtheritic croup, croup, whooping-cough, measles, German measles, mumps, ring-worm, scabies, pediculosis, scarlet fever, (scarlatina), small pox, influenza, erysipelas, typhus, cholera and tuberculosis.

2. In all cases where children are detained from school, or sent home under the provisions of this Regulation, the Principal of the school must notify the Health Department of the city of the fact. A certificate signed by that Department will then be accepted when a medical attendant has not been called in.

4. The forms of certificate prescribed by the Board are kept in all schools for distribution to parents.

5. In minor diseases, such as German measles, mumps, ring-worm, chicken-pox, a medical certificate is not insisted upon. The attendance or return of a pupil may be determined by the Principal of the school, after questioning the parents.

6. Principals shall exact, from time to time, from the parents or guardians of their pupils, a declaration that no small-pox, diphtheria, scarlet fever, ring-worm, measles, whooping-cough or any other contagious or infectious disease exists in the house where such pupils reside, and such declaration shall be kept for the inspection of the Health Officer and Secretary-Superintendent. The Principal may require these declarations to be countersigned by a physician. Forms of declaration, prescribed by the Board must be kept in all schools for distribution to parents.

7. During the prevalence of contagious disease, the Provincial Board of Health enacts that the school authorities, in order to protect the children entrusted to their care, must faithfully obey (and cause to be obeyed) the following regulations:

8. "Any time that the school master has reason to believe that small-pox, Asiatic cholera, typhus, diphtheria, croup, scarlet fever or measles exists in the abode of any of his pupils, he shall refuse such pupil admission into his school as long as he has not been shown a certificate, signed by a physician, attesting that such disease does not exist in the said abode. Every infraction of this rule is punishable by a fine of twenty dollars."

9. "When a Municipal Council is aware that small-pox, Asiatic cholera, typhus, diphtheria, croup, scarlet fever or measles exists in a house, such Municipal Council shall give notice thereof to the person in charge of each school attended by those inhabiting such house; and the persons in charge of such school shall not admit those who dwell in such house until they have presented a certificate from the Municipal Council or its Board of Health, or from the family physician, certifying that all danger of infection has disappeared, and that, as regards small pox, Asiatic cholera, typhus, diphtheria, croup and scarlet fever, disinfection has been carried out according to the present regulations."

10. "When a school master has been informed, directly or indirectly, that whooping-cough exists in the house of one of his pupils, he shall not allow such pupil to enter the school until he is furnished with a certificate from the family physician stating that this disease does not exist in the house, or that it is over and that all danger of infection has disappeared."

11. If parents send a child to school from any infected house, or in any other way contravene the regulations of the Provincial or local Boards of Health respecting infection, the case will be reported to the proper authorities, in order that the law may take its course.

12. Whenever a Principal has reason to suppose that the law has been violated, he shall make full inquiry, and, should the facts of the case indicate either wilful disobedience of the law or gross carelessness on the part of a parent, he shall submit to the Secretary-Superintendent, in writing, a statement of the evidence. It shall then be the duty of the Secretary-Superintendent to refer the case for action to the local Board of Health, if, in his opinion, sufficient evidence is forthcoming.

13. For fuller information and advice respecting infectious and contagious diseases in relation to the schools, Principals are referred to the pamphlet on the subject, prepared by Mr. S. H. Parsons, for use of parents and teachers.



Table Showing Length of Periods of Incubation and Infection in Disease.

AS FURNISHED BY THE PROVINCIAL BOARD OF HEALTH.

NAME OF DISEASE.	LENGTH OF INCUBATION PERIOD.	USUAL LENGTH OF SAME.	LENGTH OF PERIOD OF INFECTION.
Typhus.	1 to 21 days	9 days	3 to 4 weeks
Typhoid.	1 to 28 days	15 days	4 to 8 weeks, till diarrhoea ceases.
Cholera.	Hours to 10 days.	Under 72 hours	Throughout attack; greatest during height of disease.
Scarlatina.	Hours to 7 days	2 days	8 weeks; end of desquamation.
Measles.	7 to 14 days	12 days	3 to 4 weeks; end of desquamation.
Smallpox.	5 to 14 days	12 days	3 to 6 weeks; until every scab has fallen off.
Chicken-pox.	4 to 18 days	10 days	4 weeks; until every scab has fallen off.
Diphtheria.	2 to 12 days	5 days	3 to 8 weeks; until all discharges have ceased.
Influenza.	2 to 7 days		14 to 21 days.
Whooping-cough.	7 to 21 days	14 days	6 weeks or longer.
Mumps.	4 to 24 day	18 days	3 to 4 weeks.
Erysipelas.	1 to 8 days	4 days	Until end of desquamation.

XXV.—School Studies.

1. The Limit table for each class states the time to be devoted to each subject and the progress which the class is expected to make in one half year or year. The Board does not minutely direct the manner of giving instruction, preferring that teachers, aided by the advice of the Superintendent and of the Principal, should exercise their talents and skill with as little interference as possible. It, however, reminds the teachers that class-work is not mere recitation, but is also, and to a great extent, study under the eye and with the aid of the teacher, and forbids the giving of any homework to junior classes that has not been carefully explained beforehand.

2. Every statement made to the class by a teacher must be so made as to arrest the attention and to convey a distinct and correct conception to the understanding. The memory must be trained to remember facts accurately, and to recall expressions of sufficient importance, whether for their concise truth or for their beauty, with verbal exactness and with promptitude. So much only as can be thoroughly done should be attempted.

3. Teachers must carefully prepare the day's work beforehand. Exercises must be written on the blackboard and all appliances placed in readiness before the opening of each session. The general work of preparation and the correction of exercises should occupy at least an hour daily.

4. Fuller directions respecting certain work may be found in the Manual issued for the use of teachers.

XXVI.—Discipline.

1. Discipline in the schools is founded on instruction in duty, and is maintained by appeals to reason and right moral feeling, aided by rewards to the diligent and obedient, the reproof and punishment of those neglectfully and wilfully wrong, and the expulsion of the incorrigible.

2. It is expected that no pupil will be punished for a fault committed in ignorance, nor for a fault not distinctly brought home to him. Teachers are therefore required to be careful that the children understand their duties. Care must be taken that school regulations be not too minute nor school duties unnecessarily multiplied or onerous.

3. Habits of diligence and good conduct must be fostered by reward. One of the best rewards is private or public commendation from a judicious teacher. Prizes are provided for the diligent and successful, in accordance with Article XXXIII. of these Regulations.

4. If rewards, admonition and reproof fail to secure good conduct and diligence on the part of any child, punishment must be resorted to.

5. In resorting to punishment teachers must take care to ascertain that the punishment is merited and to select that form which is best suited to the offence. To secure this end, the Board recommends that teachers, while taking note of misconduct during a lesson shall not punish until its close.

XXVII.—Punishments

1. Permitted methods of punishment are:
 - (a) Setting a pupil to stand on the floor. This punishment must not be prolonged beyond the continuance of one lesson.
 - (b) Keeping him after school in the afternoon.
This must in no case be for longer than one hour a day.
 - (c) Reporting him to the Principal of the school.
2. No pupil shall be sent to report himself verbally, but reports must be made by the teacher in person or in writing.
3. Pupils should be reported by teachers to the Principal only in cases of a grave character.
4. When a pupil is reported, the Principal must, before inflicting punishment for the offence, see that he has received a correct report.
 - (d) Deprivation of credit marks. This punishment must not be used capriciously.
 - (e) Corporal punishment, except in the case of girls.
5. Corporal punishment must be applied only on the palms of the hands with the strap supplied by the Board, after the boy has been made aware that such punishment is about to be inflicted. If a boy refuse to submit, he must be sent to the Principal.
6. All other methods of corporal punishment, such as shaking, pulling the ear, slapping with the hand, striking with the pointer or without warning are strictly forbidden.
7. The giving of one or more strokes for the same offence to the same pupil at the same time constitutes a case of corporal punishment.
8. If the same pupil be whipped more than once during any month, each whipping must be recorded as a separate case of corporal punishment.
9. If more than one pupil be whipped for the same offence at the same time, each whipping must be recorded specifically as a case of corporal punishment.
10. The strap shall be kept in the Principal's room, sent for as required, and immediately returned.
11. The pupil to be punished shall not be sent for the strap.
12. A book, provided by the Board for the purpose, must be kept for recording cases of punishment in each school. This book shall be kept in the Principal's office and sent with the strap when a whipping is to be inflicted. All punishments must be recorded in it at the time in accordance with the form there prescribed. It shall be the duty of the Principal of the school to countersign each record after the book has been returned and to include in his monthly return to the Board a statement of the number of corporal punishments administered in each class.
13. Corporal punishment shall not be inflicted upon any pupil who refuses to submit to it. The insubordinate pupil shall be sent home by the Principal, either at once or at the close of the session, with a written state-

ment of his offence and of the penalty to be inflicted, of the fact of the pupil's refusal to submit and of his subsequent exclusion from the school until he is willing to submit.

14. Notwithstanding the provisions of the preceding clause, the Principal is empowered at his discretion to chastise the boy so refusing, temperately on the body, provided that the consent of one of the parents or guardians has been previously obtained in writing.

15. No record of "*sending home*" shall be entered in the Principal's punishment book.

16. In cases where the offence of the pupil has been peculiarly grave, or his conduct in refusing punishment has been insolent or impertinent (and only in such cases), the Principal, instead of sending the pupil home, may resort at once to suspension under clause (f).

(f) Suspension.

17. If any pupil in the Commercial and Technical High School or any Public School is late or absent at more than ten sessions of the school during the month, without satisfactory explanation by a parent or guardian, or leaves the school premises during any school session without permission of the teacher in charge, the Principal may, at his discretion, declare the seat forfeited, and must notify the parents to that effect. He must then send a statement of the case to the Secretary-Superintendent, who is empowered to re-admit the pupil upon the application of his parents or guardians.

18. When the ordinary* discipline fails to secure becoming conduct in a pupil, the Principal may suspend him from the school for a period not exceeding five school days, sending by the delinquent a written statement, addressed to one of his parents or guardians, informing him of the length of time for which the pupil is suspended and the reasons of suspension.

19. If the suspension be for refusal to do some definite act that may rightfully be demanded,† it may be extended until the offender return and do that which he had refused to do; but a statement, as provided for in the foregoing paragraph, must be sent to a parent or guardian.

20. If a suspended pupil remain away from school more than five school days from the date of suspension, a report of the case must be sent to the Secretary-Superintendent, who shall then take measures to prevent his admission to any other school.

21. All cases of corporal punishment by the Principal, as such, and of suspension, must be fully and permanently recorded in the books provided for that purpose, and open to the inspection of any member of the Board and of the Secretary-Superintendent. Punishment inflicted by the Principal, when taking temporarily the place of a teacher, will be noted in the corporal punishment book of the school only.

*The term *ordinary discipline* must be held to include all methods of discipline heretofore enumerated.

†Held that an apology is an act which may be rightly demanded.

XXVIII.—Expulsion.

1. When it becomes obvious that the conduct of a pupil is such as to endanger the authority of competent teachers or the morals of his companions, and the modes of discipline detailed above fail to secure amendment, the case must be reported to the Secretary-Superintendent, who shall appoint a time to meet the pupil, his parents or guardians, and the teacher concerned, at the school, and shall send to each party a notification specifying the time, place, and the object of the meeting. If neither the pupil nor his parents nor his guardians attend, he shall be considered withdrawn, and forbidden admission into any school. If he or they attend, the matter shall be carefully investigated, all parties having a dispassionate hearing, and, according to the merits of the case, the Secretary-Superintendent may warn the delinquent and his parents or guardians by note, if the latter be absent, of the danger of expulsion; may suspend him for a time not exceeding a month, may remove him to another school, or may submit the matter to the Board, with which alone remains the power to suspend indefinitely, or to expel. If the Secretary-Superintendent remove the delinquent to another school, he must make provision for his reception there.

XXIX.—Complaints and Appeals.

1. All persons (teachers or parents) having grievances, must seek redress first of the Principal of the school, but shall have the right to carry the case afterwards to the Secretary-Superintendent and ultimately to the Board. The Secretary-Superintendent, when a case is submitted to him, shall make full enquiry, and endeavour to adjust the difficulties. If he fail to do this, the complainant may then appeal to the Board.

2. In case of such appeal, written statements from both parties, as well as the Secretary-Superintendent's report of the evidence taken by him, shall be submitted.

XXX.—Examinations and Tests.

1. Public oral examinations will be held from time to time, as the Board may direct.

2. In the High and Commercial and Technical High Schools written examinations shall be held annually. At their close, and in accordance with their results, prizes shall be awarded, promotions made and classes re-arranged.

3. In the Public Schools written examinations shall be held at the end of the course. At their close, and in accordance with their results, medals and scholarships shall be awarded and promotions made to the High and Commercial and Technical High Schools.

4. In the classes of the Public Schools, from Third to Sixth Year inclusive, written tests shall be given semi-annually or oftener, and classes re-arranged in accordance with their results.

5. A scheme, giving the day on which each examination or test shall be held, will be sent to the Principals sufficiently early to afford time for preparation and arrangement.

6 For all such examinations the Board will furnish the questions and will determine the manner in which the marks assigned to the subjects shall be given.

7. The scale of values assigned to the subjects is given on the examination sheets and records of tests provided under Reg. XXXI.

8. The questions shall be distributed to the schools in closed parcels, each bearing on the outside the name of the paper contained within and the number of copies. No parcel shall be opened until the hour at which the examination is to be held.

9. As far as possible, all pupils taking the same paper must be examined simultaneously in the school, but when the accommodation is insufficient for this, especial care must be taken that the children first examined shall have no communication with those still to be examined. No two children taking the same paper shall sit at the same desk.

10. The children about to be examined being assembled, the teacher must furnish each with pen, ink, blotting paper, a known and sufficient quantity of blank paper, which must all be returned untorn, and, after silence is enforced, one question paper only.

11. Each child must write his name, in its proper place. Then having marked the time, and giving no explanation of the questions, the teacher must direct the children to begin work; must see that no use is made of any slate, book, pencil, other paper than that furnished, or of any extraneous aid, must arrest all work at the end of the assigned time and collect the answers. Any pupil detected in contravening this regulation shall forfeit all marks assigned to the paper upon which he is engaged.

12. In giving out dictation, the teacher should read once before writing, begins and before the time is marked, and should then read at his discretion, while the pupils write, giving the punctuation, unless otherwise directed, and, if he chooses, the meaning of detached words.

13. All answers shall be read, valued and signed in accordance, first with any instructions that may be issued by the Board; secondly with instructions issued by the Principal. The precise method of distributing the marks assigned for each question and paper shall be determined by the Principal, in consultation with the teachers interested, before the answers of the pupils are marked. All doubtful points arising during the process of marking shall be referred to the Principal, whose decision must be followed; and in schools where two or more classes taught by different teachers take the same paper, the answers shall be valued by the teachers concerned in consultation with one another. All answers must be filed in an orderly manner in the school, must be preserved for one year, and shall be open to the inspection and subject to the call of the Board or Superintendent.

XXXI.—Reporting Results.

An examination or test sheet must be filled up for each class, finishing the work of a grade, and sent without delay to the Secretary-Superintendent, a copy of it being retained in the school. It must give the month and year

of the examinations, the name of the school, the grade of the class, name of the teacher of the class, the name of the teacher of each subject, the name, age, marks and prizes of each pupil and the class to which it is proposed to promote him.

XXXII.—Promotions

1. On the reception of the examination and test sheets, the Secretary-Superintendent shall consider the proposed classification of pupils. If he be satisfied, the promotions shall then be made.

2. In cases where the desirability of promoting a pupil is doubtful, because such a pupil, in the written examinations, has acquitted himself either better or worse than could have been expected, it shall be in the power of the Secretary-Superintendent to take into consideration in determining the pupil's fitness for promotion, the results of all tests recorded during the year, and the teacher's impressions, as well as marks recorded on the sheet.

3. When a pupil has satisfactorily completed the course of any school or class, he shall be removed to a higher. No deviations from this rule will be permitted unless expressly sanctioned by the Secretary-Superintendent.

4. In the High Schools promotions shall be made by the Rector under the regulations, in consultation with the teachers in charge of their respective classes, subject to the approval of the High School Committee.

XXXIII.—Prizes

1. The following medals will be awarded as prizes for First General Proficiency :

(a) The Aspinwall-Howe gold medal, founded by the Right Honourable Lord Strathcona and Mount Royal, is the First General Proficiency prize in the Sixth Form of the High School of Montreal and of the section in which it is won.

(b) The Murray silver medal, founded by bequest of the late Wm. Murray, Esq., is the First General Proficiency prize of that section of the Sixth Form not winning the Aspinwall-Howe medal.

(c) Murray Bronze medals are the First General Proficiency prizes in the Classical, Science and Commercial Sections of the Fifth Form, and in the Second Form of the High School of Montreal.

(d) The Strathcona gold medal, founded by the Right Honourable Lord Strathcona and Mount Royal, is the First General Proficiency prize in the Sixth Form of the High School for Girls, and of the section in which it is won.

(e) A Commissioners' silver medal is the First General Proficiency prize of that section of the Sixth Form not winning the Strathcona medal.

(f) Commissioners' bronze medals are the First General Proficiency prizes in the two sections of the Fifth Form and in the Second Form of the High School for Girls.

(g) The John Frothingham silver medal is provided as First General Proficiency Prize in the Seventh Year Class of Dufferin School, from a bequest of the late John Frothingham, Esq., to the British and Canadian School.

(A) Commissioners' silver medals (one in each section), are the First General Proficiency prizes in the Fourth Year of the Commercial and Technical High School, and Commissioners' bronze medals (one in each section,) are the First General Proficiency prizes in the First, Second and Third Years of the Commercial and Technical High School.

(i) Commissioners' bronze medals (one for boys and one for girls), are the First General Proficiency prizes in the Seventh Year Classes of the Public Schools.

2. All pupils who have not remained in the grade of their classes more than twelve school months in the Public and Commercial and Technical High Schools, or more than five terms in the High Schools, and whose names have not been entered in the punishment book of the Principal during the six months preceding, and have taken ninety per cent. of the marks attainable in conduct during their attendance, may compete for First General Proficiency prizes, provided that, in the Public Schools, they have taken the Sixth and Seventh years of the school course, and are not more than sixteen years of age on the first day of the month in which the final written examinations are held, and do not fall below the standard required for Commissioners' scholarships in subject marks.

3. The following special prizes are also given:

(a) The Elliott medal, for physical exercises, is competed for annually, and is held by the class in the High School of Montreal which shows best at the yearly inspection.

XXXIV.—Commissioners' Scholarships.

1. The Board will award during each year a number of Commissioners' Scholarships, about forty (40) in all.

2. In awarding scholarships to the candidates entitled to compete, the following principles will be observed:

(a) Scholarships will be offered for competition in the Seventh Year Classes of the Public Schools graduating in January or June in the proportion of one scholarship to every ten pupils. In mixed classes, which number twenty pupils, scholarships will be awarded, one to the first boy, and the other to the first girl entitled to compete.

(b) Only children admissible to school under the provisions of the first paragraph of Reg. XVI are entitled to compete for these scholarships. A pupil winning a scholarship, and subsequently becoming a non-resident, is not entitled to hold it.

(c) All candidates must be pupils in the Seventh Year of the Public Schools who are entitled to compete for First General Proficiency prizes, who are not less than twelve, nor more than sixteen years of age on the first day of the month in which they are examined, who have taken the course of the two years previous in the Public Schools, and have not spent more than a year in the Sixth Year Grade, except on account of age or illness, and who have fulfilled one or other of the following conditions:

1st. That they take seventy-five per cent. of the total marks attainable in examinations and in the subjects of English, and *Latin when taken, and not less than two-thirds of such marks in each and every other subject.

2nd. That they obtain eighty per cent. of the total marks, as above, with seventy-five per cent. in English, and *Latin when taken, and do not fall below the above-mentioned standard of two-thirds in more than two subjects, and, in case the failure be in French or Arithmetic, pass a supplemental examination.

(d) The scholarships thus assigned to each school will be awarded in order of merit, except that candidates qualifying under the second of the two conditions of qualification mentioned above, must obtain five per cent. more marks on their aggregate than candidates qualifying under the first condition, in order to take precedence.

(e) Scholarships not assigned under the foregoing conditions are held in reserve, and may be awarded or not, at the discretion of the Board, to other deserving candidates irrespective of sex. The Commissioners will consider special cases only at their meeting in September, at which the Secretary-Superintendent is instructed to report in full respecting the claims of such candidates. In awarding these reserve scholarships, the Board will take into consideration (1) the numerical strength of the classes in the various schools, (2) the number of scholarships already awarded to each such class, and (3) the standing of the first eligible candidate.

3. The Commissioners' Scholarships are tenable either in the Classical or Science Forms of the High Schools or in the Commercial and Technical High School but can be retained only from year to year, and for their retention, the holders of them must give satisfactory evidence of continued good conduct and application.

4. A scholarship is forfeited if the holder thereof, except in case of illness, fails to gain promotion to the next higher grade at the end of any year.

5. The Board will not fill any vacancy in the number of Commissioners' scholarships occasioned by the withdrawal of a pupil before the completion of his course.

6. The Rector of the High Schools and the Principal of the Commercial and Technical High School, on receiving Commissioners' Scholars, are authorized to demand from parents some reasonable assurance that their children will complete the school course, and they shall report annually to the Board at its September meeting upon the progress of those enjoying this benefit.

XXXV.—Government Scholarships.

Thirty free tuitions in the High School of Montreal are awarded by the Lieutenant-Governor-in-Council upon the recommendation of the Board. These scholarships are not competitive, and candidates, in order to be eligible for appointment, must give satisfactory proof of good character and of their

*Latin is a compulsory subject for Commissioners' scholars entering the High Schools but is not required of those entering the Commercial and Technical High Schools.

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being qualified to enter at least the Third Form. These scholarships are tenable from year to year, and their tenure is conditional upon good conduct and satisfactory progress. Nominations are made annually at the September meeting of the Board, and it shall be the duty of the Rector of the High School to report in writing to that meeting upon the conduct and progress of pupils enjoying this benefit, as well as upon the qualifications of new applicants. Applications must be sent in writing to the Secretary of the Board not later than the first week in September.

XXXVI.—Reports to Parents.

Monthly reports of attendance, and reports of the results of written examinations and tests, shall be sent to the parents or guardians of all pupils. In addition to these, reports of progress and standing shall be sent to parents at least three times a year. All forms of report shall be approved by the Board.

XXXVII.—Meetings of Teachers.

At least one meeting of teachers shall be held in the Commercial and Technical High School and each Public School during the year, at the call of the Secretary-Superintendent, at such time out of school hours as may appear to him convenient for the teachers. At it, one of the Commissioners, the Secretary-Superintendent, or the Principal of the School, shall preside, and all teachers are expected to attend. All matters affecting the interest of the school may be discussed, and all proposed regulations and Time-Tables shall be submitted previous to receiving the sanction of the Superintendent.

XXXVIII.—Conference of Teachers.

1. Conferences of teachers shall be held in the High School at half-past three o'clock in the afternoon from time to time, as occasion arises. Such conferences shall be called (a) by the Board, (b) by the Secretary-Superintendent, (c) at the request of six teachers given in writing to the Secretary-Superintendent. A week's notice of meeting shall be given, except in cases of emergency, and a statement of the special business to be brought forward shall be embodied in the notice of meeting. All teachers are expected to attend.

2. The following order of proceedings shall be observed:

(a) The Chair to be taken by the Chairman or any other member of the Board. Should no Commissioner be present, it shall be taken by the Secretary-Superintendent, or, in his absence, by the senior Principal present.

(b) Prayer.

(c) Minutes of preceding conference.

(d) Special business for which the conference has been called.

(e) Communications from the Board and from the Secretary-Superintendent.

(f) Questions and replies.

(g) Other business.

XXXIX.—Holidays.

Holidays shall be as follows :—

1st. Every Saturday.
2nd. Good Friday and Easter Monday, and obligatory religious holidays.

3rd. Victoria Day, 24th May.

4th. Such days as may be proclaimed by authority.*

5th. The Superintendent is directed to make such arrangements as may be necessary to allow any teacher two days annually to visit other schools under the control of the Board, or to attend the Convention of the Provincial Association of Protestant Teachers of Quebec.

The schools will close for about ten calendar days at Christmas and two months in the summer, as may be determined each year by the Board.

Any other holidays may be given by the Board or by its Chairman only.

XI.—Supplies and Repairs.

All school supplies and small repairs, when sanctioned by the Treasurer, will be provided by him upon the receipt of a requisition from the Principal, so that no expense on behalf of the schools shall be incurred by Principals or Caretakers, without his written order. It will then be the duty of each Principal to consider beforehand what supplies are needed monthly, and to send his requisition in sufficient time to allow of its being met. The Principal must give to the Treasurer a receipt for all goods delivered.

XII.—Advertisements, Etc., Etc.

No books or other publications shall be circulated, and no announcements made in the schools, save those which relate to school work.

No contributions of money from either teachers or pupils shall be sought in the schools on any pretext, nor can presentations be allowed.

No pupil shall be used as a messenger outside the school premises.

No agent or canvasser shall be allowed to interview teachers on the school premises.

The Board will not grant, except to its own schools, the use of the School Assembly Halls in cases where it is proposed to charge an admission fee or to take up a collection.

XIII.—Caretakers.

The Caretaker of each school is responsible to the Principal for the cleanliness, warmth and ventilation of the school rooms, and for the good order and security of the school premises and grounds, in accordance with the terms of his written agreement.

The rooms occupied by the caretaker are to be kept scrupulously clean. No other animals than a cat, a dog and song birds, shall be kept on the school premises.

*These holidays cannot be given by the Principals of Schools without the receipt of special authorization from the Board.

If, for any reason, a Caretaker finds it impossible to fulfil his duties, he must at once report the matter to the Principal, who may, if necessary, refer it to the Secretary-Superintendent.

The Board will hold Principals personally responsible for seeing that the duties of Caretakers are performed strictly in accordance with their agreements.

The following scale of salaries will be paid to Caretakers in Public Schools where a man gives his full time:—

1. A minimum salary of \$25.00 per month.
2. An additional allowance of \$2.00 per month for each classroom above eleven in daily use.

In this calculation the Assembly Hall when occupied daily is to be reckoned as two rooms.

3. An allowance of \$1.00 per month during the five winter months from 1st November to 1st April for each hundred square yards of snow shovelling.

Caretakers are required to provide at their own cost all the help necessary for the performance of their duties, and the persons so employed by them must be approved by the Principals of the schools.

XLIII.—Fire Drill.

1. Fire drills must be conducted at least once a week in September and February, and fortnightly during the rest of the school year, sometimes during the forenoon, and sometimes during the afternoon, but not at regular or pre-arranged periods, and a record of these practices shall be forwarded with the monthly report of the Principal to the Superintendent.

2. There must be special signal bells or gongs, one or more as may be necessary, **USED FOR FIRE DRILL ONLY**, and so arranged that they can be sounded on every flat and heard in every room in each building. (See No. 12.)

All members of the staff and the caretaker must know how to give the fire signal.

The signal shall be one stroke or lengthy continuous ring, followed by two or by four or more strokes or short rings.

3. On the first sound of fire drill alarm, pupils will immediately stand rigidly at attention. The classroom monitor will at once open the classroom doors, and pupils on fire drill stations will proceed to positions.

If the first alarm is followed by two short rings, teachers will give proper orders and classes will move to the nearest **AVAILABLE** exit. If followed by four or more rings, classes will go out of doors.

The proper commands are : "**BY TWO'S—QUICK MARCH.**"

To stop the class, "**CLASS—HALT.**"

To check disorder—"STEADY."

To keep lines straight, "**COVER.**"

To turn class about, "**ABOUT TURN,**" to turn head of class to right or left, "**LEFT**" or "**RIGHT WHEEL.**"

4. Teachers shall move along with their classes and maintain absolute silence, order, and regularity of movement, and prevent pupils from crowding. If the customary exit is blocked, teachers must give proper orders to their classes to move to the nearest available exit. Except in unfavourable weather classes must go out of doors.

5. If the signal calls for movement to the street, teachers must be careful to keep control of their pupils until they return to the building or are dismissed.

6. When the fire alarm is sounded, the janitor and teachers not in charge of classes must immediately report to the Principal for duty.

7. Teachers or older pupils should be stationed on stairway landings, at foot of stairways, at exits and other points, to assist.

8. Principals and those responsible for fire drill should carry it out under the following varying conditions and at various hours:

- (a) While the school is assembled in whole or in part.
- (b) During any one of the recesses.
- (c) While all the pupils are engaged in the regular class exercises.
- (d) When one or more of the exits is supposed to be blocked.

9. In conducting fire drill from the Assembly Hall, the Principal or senior teacher present shall give the necessary commands.

10. Principals should inspect and test the fire alarm system every day.

11. They should see that all exits are in proper working order and never locked during school hours.

12. Fire alarms must be so arranged that they can be heard in every room in the building under varying conditions as to occupations in the school.

13. Principals must arrange with the teachers what shall be done in case any exit or stairway is blocked.

14. They shall frequently test teachers as to their knowledge of fire drill regulations.

15. They must make special arrangements for fire drill at recess.

16. They shall see that all teachers know the location of the city fire alarm boxes in the schools or those nearest to the schools.

17. In schools where special exits and fire escapes are provided, all members of the staff shall be specially instructed in their use.

18. Principals should see that all pupils know what is to be done if their teacher is temporarily absent during fire drill.

19. Principals and teachers must conduct all fire drills seriously and thoughtfully, with the utmost attention to details.

20. The alarm should be given upon the FIRST DETECTION of smoke or information of fire.

21. Teachers must dismiss pupils immediately on hearing the signal and always in the same way. Pupils must not be permitted to stay to put on clothing.

22. The Supervisor of Physical Training in the service of the Board shall be occasionally employed as the Board may direct in visiting the different schools and superintending and conducting fire drill. He shall report to the Board any instances of Principals or teachers being indifferent or negligent in the observance of these regulations.

23. These regulations shall be printed in card form and shall be hung in all class rooms.







